



REPLY TO
ATTENTION OF:

APVR-RDL-CXF

DEPARTMENT OF THE ARMY

HEADQUARTERS, U.S. ARMY ALASKA
600 RICHARDSON DRIVE # 5000
FORT RICHARDSON, ALASKA 99505-5000



JUL 25 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USARAK Organization Day Policy (DOL/DCSLOG Policy Number 4-35)


1. Reference, AR 30-1, The Army Food Service Program, 15 August 1989.
2. Purpose: to establish operational procedures and guidelines for Organization Day Activities support.
3. Applicability: This policy is applicable to all units and organizations within USARAK receiving dining facility support.
4. General:
 - a. All units requesting dining facility support for organization day activities will submit the request through the appropriate Food Service Officer (FSO) to the Installation Food Advisor (IFA) for approval.
 - b. Units are authorized support for one organization day per fiscal year.
 - c. All personnel participating in the organization day activities will be supported by the dining facility regardless of entitlements. Subsistence obtained from sources outside of the Army Food Service Program will not be commingled with government subsistence.
5. Headcount Procedures: The requested meal will replace the normal lunch or dinner meal. The menu requested will be equal to the Basic Daily Food Allowance (BDFA) value of the meal for which it is served as approved by the Installation Menu Board. Signature headcount procedures will be established to include the collection of the applicable meal rate (discount and/or full rate, if appropriate) prior to consumption.
6. Unit Responsibility: The requesting unit will provide all paper supplies needed. They will provide all essential data such as time, date, location, subsistence support required, and a breakout by category of personnel to be supported (to include officers, enlisted personnel receiving BAS, family members, and guests).
7. Unauthorized diversion or misuse of government subsistence, supplies, and facilities through failure to maintain essential data and/or accurately document the headcount

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and cash collected is considered mismanagement and could be a violation of the UCMJ. Any alleged mismanagement must be investigated under the provision of AR 15-6 or other type of investigation directed by the commander to determine whether any misconduct has occurred and, if so, the appropriate action will be taken to include Report of Survey procedures. When there is a difference in excess of 10 percent of the meals requested on the unit support request and the actual headcount as reflected on the headcount forms, a Report of Survey will be accomplished for the procedures in AR 30-11, paragraph 8-14.

8. POC is Gary Rosynek, 384-1823.

A handwritten signature in black ink, appearing to read 'T.M. Shea', is positioned above the printed name.

THOMAS M. SHEA
COL, TC
Director of Logistics

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